

**APPROVED
OTTAWA COUNTY
BOARD OF COMMISSIONERS
TECHNOLOGY COMMITTEE**

**Tuesday, March 9, 2004 9:00 AM
Fillmore Administration Building - Conference Room A
12220 Fillmore Street, West Olive**

DATE: March 9, 2004

TIME: 9:00 a.m.

PLACE: Fillmore Street Complex

PRESENT: Jon Overway, Tim Secen, Joyce Kortman, Gordon Schrottenboer, Jim Mankoski, Christopher Kuncaitis

ABSENT: Daniel Krueger

STAFF & GUESTS: Alan Vanderberg, Administrator; Gary Scholten, Register of Deeds, Kevin Bowling, Circuit Court Administrator; Dave Hulst, MIS; Mark Krouse, MIS; Larry Hall, MIS; Terry Archambault, MIS; Gary Rosema, Sheriff; Sherri Sayles, Deputy Clerk

SUBJECT: CONSENT ITEMS

TC 04-001 Motion: To approve the Minutes of the December 2, 2003, meeting as presented and to approve the agenda of today as presented.

Moved by: Mankoski Supported by: Kuncaitis

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Review of Technology Committee Mission Statement - Jim Mankoski reviewed the Technology Committee Mission Statement with the committee.

TC 04-002 Motion: To amend the Technology Mission Statement adding "and infrastructure" after "developing technologies".

Moved by: Kortman Supported by: Secen

UNANIMOUS

2. MIS Current Project Update - Jim Mankoski handed out the March 2004 MIS Project Progress Report. He stated there are 125 - 140 open project requests at any given time. Terry Archambault explained there are 12- 15 justice project requests open at this time. It was questioned how jobs are prioritized. Jim reported there is a Justice Users Committee who meets every other month to evaluate the requests.

Jim estimated 60 % of MIS resources is used on support of existing projects, 25% on new MIS initiatives, and 15% on initiatives by using departments. He reported MIS does as little coding as possible. They purchase software and build to it.

3. Consultant - MIS Department - Alan Vanderberg reported he has been spending a lot of time talking with staff. He is finding technology is one of their biggest concerns. He believes technology has been held back some in the county. Mr. Vanderberg is looking at bringing in a consultant to look at the county's base technology, staff assignments, training, software - the whole department. He would also like to look into outsourcing. Mr. Vanderberg will be working on an appraisal and developing a plan. A draft RFP will come before the Technology Committee to review and then send out. In the next few months, he is hoping to be able to bring someone in. The RFP needs to clarify the parameters.

TC 04-003 Motion: To proceed ahead with an RFP for a Consultant to look at the MIS Department.

Moved by: Kortman

Supported by: Kuncaitis

UNANIMOUS

4. Comprehensive/Web Service Delivery - Mr. Vanderberg would like to proceed as soon as possible with an interactive website. He would like to see transactions done on the web as this is a benefit to the citizens. He would like to develop one payment method and have the individual departments move together in a combined way. Kent and Washtenaw Counties already provide this service. He would like to invite Access Kent to the next meeting to explain their model. Mr. Vanderberg believes the county is behind in this technology.

TC 04-004

Motion: To consider/develop a comprehensive web service.

Moved by: Kuncaitis

Supported by: Kortman

UNANIMOUS

5. County Clerk
 - a. Integration of Scanner/Microfilmer with Imaging System.
 - b. E-filing Implementation
 - c. Court Record Imaging
 - d. Credit Card Utilization
 - e. On-line Record Purchases
 - f. Board Minutes Search ProgramTo be placed on next month's agenda.

6. Determine Future Dates/Times of Technology Committee Meetings - The next Technology Committee Meeting is scheduled for Tuesday, April 13th, at 9:00 a.m. Will evaluate future meeting dates at that time.

Mr. Schrotenboer asked the committee to call Mr. Vanderberg if they have any items they would like to see on upcoming agendas. Gary Scholten would like to see the big picture of tying vendors with their own software into the county's internal communication. This should be put into the RFP as a major issue. Tim Secen suggested turning the Technology Mission Statement into objectives after meeting with the consultant.

Some discussion on how far the county is going to push the local jurisdictions into technology. Chris Kuncaitis would like information on where the county is heading in the future to present at the MTA meetings.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:15 a.m.

Agenda

Consent Items:

1. Approval of Minutes of December 2, 2003 Meeting
2. Approval of Agenda of March 9, 2004 Meeting

Discussion Items:

1. Review of Technology Committee Mission Statement (Jim Mankoski) *Attachment*
2. MIS Current Project Update (Jim Mankoski)
3. Consultant - MIS Department (Al Vanderberg)
4. Comprehensive/Web Service Delivery (Al Vanderberg)

5. County Clerk
 - a. Integration of Scanner/Microfilmer with Imaging System (Dan Krueger)
 - b. E-filing Implementation (Dan Krueger)
 - c. Court Record Imaging (Dan Krueger)
 - d. Credit Card Utilization (Dan Krueger)
 - e. On-line Record Purchases (Dan Krueger)
 - f. Board Minutes Search Program (Dan Krueger)

6. Determine Future Dates/Times of Technology Committee Meetings

Next Meeting Date: To Be Announced